



HOUSING AND RESIDENCE LIFE

FRESHMEN AND SOPHOMORE RESIDENCY REQUIREMENT POLICY

- A. Albany State University requires that all students classified Freshmen and Sophomore with 60 credits or less reside in the University's residence halls should be enrolled for twelve (12) or more semester credit and participate in a board plan. This requirement excludes summer sessions and is applicable until the attainment of junior academic standing, or the approval of an exemption from Housing and Residence Life.
- B. Exemptions to the Residency Requirement Policy must be submitted in writing on a Request to Commute Form obtained from the Office of Housing and Residence Life or online at <https://www.asurams.edu/housing>. This form must be received within 30 days prior to the start of the Fall Semester and November 15 for Spring Semester. Student who fail to comply with the residency requirement policy by not submitting an exemption will be considered in violation and will be charged room and board at our advertised room rates.

Exemptions may be granted to students who:

1. Commute to class from the residential service area living within Dougherty, Worth, Mitchell, Baker, Calhoun, Lee, and Terrell and also a valid driver's license.
 2. Are twenty-one years of age or older (by the date of the first day of classes).
 3. Are married and a copy of the marriage certificate must be submitted as documentation.
 4. Have custody of dependent children. Legal documentation must be submitted.
 5. Are veteran or active military personnel.
 6. Have a disability in which living off campus would be a reasonable accommodation. The student must have documentation of disability on file with the University's Office of Student Disability and Access.
 7. Student is designated as an online only student.
 8. Can demonstrate other acceptable extenuating circumstances and provide documentation as described in the Release Request Guidelines.
- C. Upon receipt, all exemption requests will be reviewed by the Housing Coordinator. A written approval or denial will be emailed to the student at his/her ASU Rams email address. If the student's request is denied he/she will have ten (10) days in which to submit a written appeal to the Director of Housing and Residence Life as outlined in the denial letter.
- D. *Non-exempt students not residing on campus will be considered in violation of this policy.* Their records may be placed on *Administrative Hold* with the University; thus, preventing future registration and be held accountable for the financial obligation for room and board.